

**IN THE UNITED STATES DISTRICT COURT
FOR THE CENTRAL AND SOUTHERN DISTRICTS OF ILLINOIS**

**IN RE: PROCEDURAL RULES FOR
ELECTRONIC FILING PROGRAM**

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GENERAL ORDER: No. 2010-1

The United States District Courts for the Central and Southern Districts of Illinois (the Courts) and the Illinois Department of Corrections have agreed to participate in an electronic filing program at certain correctional facilities in the State of Illinois. The electronic filing program is designed to reduce the cost of processing court filings made by prisoners in civil rights and habeas corpus cases brought under 42 U.S.C. §1983, 28 U.S.C. §§ 2241, 2254, or 2255, and any other type of case filed in the Courts. This program will significantly reduce the expenditures for paper, envelopes, copier supplies, and postage for the Correctional Centers and the prisoners. Furthermore, it will substantially reduce the amount of staff time spent processing prisoner filings for both the Correctional Centers and the Courts. The details of this program are outlined below.

1. Library staff at the Correctional Centers will scan prisoner filings into a pre-programmed digital sender which converts the filing to .pdf format and e-mails the document directly to the appropriate court. Each divisional office in the Central District of Illinois and the Southern District of Illinois will have a dedicated e-mail address for such filings. Once the document has been scanned and sent to the Court, library staff will print a copy of the filing for the prisoner.
2. Library staff will e-mail the .pdf documents to the Court, as well as send the original pleading, with the “SCANNED” stamp affixed on the document, via

the United States Postal Service to the Court at the end of each business day, along with other pleadings submitted for filing that day.

3. The Court will e-file the prisoner's documents into the Case Management Electronic Case Filing (CM/ECF) system upon receipt of the document via e-mail. For any document that is not a complaint (which requires service of process), the Court will recognize the Notice of Electronic Filing generated by the Court's electronic case filing system as the official service upon and notice to the other parties, if counsel for the other parties are registered in the Court's electronic case filing system. If a party to the case is not registered, the Clerk of Court will mail a copy of the prisoner plaintiff's e-filed documents to each non-registered party on behalf of the prisoner, via the United States Postal Service.
4. Once a merit review hearing or preliminary review of the case has been conducted by the Court, the Clerk of Court will produce the necessary copies of the complaint to accomplish service of process upon the defendants.
5. The Correctional Center will establish an e-mail address by which correctional staff at each participating facility can be included in the Notices of Electronic Filing which issues when a document has been filed electronically. The Notice of Electronic Filing contains a hyperlink for a free download of the e-filed document, which will have the Court's official file stamp affixed to it. Correctional staff will print the document and Notice of Electronic Filing and provide it to the prisoner through institutional mail.

6. The defendants and any other non-prisoner party shall mail to the prisoner plaintiff, via the United States Postal Service, a copy of any document filed.

The effective date of this General Order is October 15, 2010.

ENTERED this 15th day of October, 2010.

s/ Michael P. McCuskey

MICHAEL P. McCUSKEY
Chief Judge, United States District Court
Central District of Illinois

s/ David R. Herndon

DAVID R. HERNDON
Chief Judge, United States District Court
Southern District of Illinois

CONTACT INFORMATION

Central District of Illinois

Peoria Division - 309-671-7117

e-mail address: prisoner.peoria@ilcd.uscourts.gov

Urbana Division - 217-373-5830

e-mail address: prisoner.urbana@ilcd.uscourts.gov

Springfield Division - 217-492-4020

e-mail address: prisoner.springfield@ilcd.uscourts.gov

Rock Island Division - 309-793-5778

e-mail address: prisoner.rockisland@ilcd.uscourts.gov

Southern District of Illinois

East St. Louis Division - 618-482-9371

e-mail address: prisoner.esl@ilsd.uscourts.gov

A self-inking stamp similar to the stamp below will be provided to each facility participating in the program. At the end of each day, original pleadings will be sent in one envelope to the appropriate court office.

SCANNED at PCC and E-mailed

_____ by _____. _____ pages
date initials No.

Central District of Illinois Addresses:

Clerk, U.S. District Court
309 Federal Building
100 NE Monroe Street
Peoria, IL 61602

Clerk, U.S. District Court
218 U.S. Courthouse
201 S. Vine Street
Urbana, IL 61801

Clerk, U.S. District Court
151 U.S. Courthouse
600 E. Monroe Street
Springfield, IL 61701

Clerk, U.S. District court
40 U.S. Courthouse
211 19th Street
Rock Island, IL 61201

Southern District of Illinois Addresses:

Clerk, U.S. District Court
Attn: Prison Litigation Coordinator
750 Missouri Avenue
East St. Louis, IL 62201

IDENTIFYING WHERE TO FILE BY CASE NUMBER

Central District of Illinois numbering:

Sample: 3:09-cv-03209-HAB-CHE

3 - Division number

09 - Filing Year

cv - Case Type Civil

03209 - Three is the division and 209 is number of cases filed

HAB - Presiding Judge

CHE - Referral Magistrate Judge

Division 1 - filed in Peoria

Division 2 - filed in Urbana

Division 3 - filed in Springfield

Division 4 - filed in Rock Island

Southern District of Illinois:

All documents in prisoner cases filed in the Southern District of Illinois should be sent to East St. Louis.

RULE 40.1 ASSIGNMENT OF CASES AND PLACE OF FILING

(A) PEORIA

All complaints and subsequent filings in cases which arise from the following counties: Bureau, Fulton, Hancock, Knox, Livingston, Marshall, McDonough, McLean, Peoria, Putnam, Stark, Tazewell, and Woodford will be filed at PEORIA, ILLINOIS, and heard by the judges of this court regularly sitting in PEORIA, ILLINOIS.

(B) SPRINGFIELD

All complaints and subsequent filings in cases which arise from the following counties: Adams, Brown, Cass, Christian, DeWitt, Greene, Logan, Macoupin, Mason, Menard, Montgomery, Morgan, Pike, Sangamon, Schuyler, Scott, and Shelby, will be filed at SPRINGFIELD, ILLINOIS, and heard by judges of this court regularly sitting at SPRINGFIELD, ILLINOIS.

(C) ROCK ISLAND

All complaints and subsequent filings in cases which arise from the following counties: Henderson, Henry, Mercer, Rock Island, and Warren will be filed at ROCK ISLAND, ILLINOIS, and heard by the judges of this court regularly sitting at ROCK ISLAND, ILLINOIS.

(D) URBANA

All complaints and subsequent filings in cases which arise from the following counties: Champaign, Coles, Douglas, Edgar, Ford, Iroquois, Kankakee, Macon, Moultrie, Piatt, and Vermillion will be filed at URBANA, ILLINOIS, and heard by the judges of this court regularly sitting at URBANA, ILLINOIS.

(E) All complaints and subsequent filings in cases filed in the Central District of Illinois must identify in the caption of such pleading or document, the division in which the case is pending.

(F) As part of the statement of jurisdiction, the initial pleadings in each case must state the basis for filing in the division selected.